



Yardleys
School

WORKING TOGETHER FOR A BETTER FUTURE

CHARGING AND REMISSIONS POLICY

Adopted by Trustees:

Signed.....

Date.....

This policy is reviewed annually by the Finance, Premises and Staffing Committee

Review date.....

POLICY INFORMATION

Date of last review	March 2024	Review period	One year
Date ratified by governors	March 2024	Governors' committee responsible	FPS
Policy owner	Tracy Grimston	SLT member responsible	Gemma Webb
Date of next review	March 2025		

Reviews/revisions

Review date	Changes made	By whom
March 2022	New policy to include contents and more detail	Tracy Grimston
March 2024	No changes	Tracy Grimston

Dates of linked staff training (if applicable)

Date	Course title	Led by

EQUALITY AND GDPR

All Yardleys' policies should be read in conjunction with our Equal Opportunities and GDPR policies.

Statement of principle - Equality

We will take all possible steps to ensure that this policy does not discriminate, either directly or indirectly against any individual or group of individuals. When compiling, monitoring and reviewing the policy we will consider the likely impact on the promotion of all aspects of equality as described in the Equality Act 2010.

Statement of principle - GDPR

Yardleys School recognises the serious issues that can occur as a consequence in failing to protect an individual adult's or child's personal and sensitive data. These include emotional distress, physical safety, child protection, loss of assets, fraud and other criminal acts.

Yardleys School is therefore committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA)/GDPR.

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CHARGING AND REMISSIONS POLICY

1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Rationale

The Board of Trustees of Yardleys School recognises the valuable contribution that wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

3. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities \(May 2018\)](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

The law states that education provided during school hours must be free.

The Education Reform Act states that trips must be organised on the basis of voluntary contributions from parents. Every child has the opportunity of taking part in the trip, but they can only go ahead if there are sufficient voluntary contributions to cover the cost.

4. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

5. Roles and Responsibilities

5.1 The governing body

The Board of Trustees has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee.

The Board of Trustees has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the finance, premises and staffing committee.

5.2 Headteachers

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

5.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

6. Where charges cannot be made

Below are details setting out what **cannot** be charged for:

6.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school

6.2 Transport

- Transport provided in connection with an educational visit

6.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school

7. Where charges can be made

Below are details of what the school **can** charge for:

7.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- Locker rental

7.2 Music tuition

The full cost to the pupil for providing any instrumental tuition if the cost is not an essential part of the national curriculum or examination syllabus, and if the tuition is requested by the pupil's parent/carer. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- For a pupil who is looked after by a local authority

7.3 Examinations/Non-examination assessments

The school may charge for an examination entry re-sit fee if the re-sit is at the request of a parent.

The school will consider requests to facilitate external examination entries for students in subjects outside the school curriculum offer and may provide support for example invigilation or supervision. Examination fees for such entries will normally be passed on to parents/carers.

Parents will be charged an administration charge for internal appeals requesting the review of a mark for all non-examination assessments. The charge will range from £36 to £46, depending on the subject.

7.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7.5 Damage / Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge will be the cost of replacement or repair, or a lower cost may be set at the decision of the Head Teacher.

8. Voluntary contributions

Voluntary contributions may be requested from parents to cover the cost of school visits and activities. Pupils will not be treated differently whether or not their parents have made a contribution. However, if sufficient funds are not collected, the visit may need to be cancelled.

The Board of Trustees may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher in consultation with the Chair of Trustees will make authorisation for such remission.

The Board of Trustees may from time to time amend categories of activity for which a charge may be made. Nothing in this policy precludes the governing body from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity, no qualifying child will be excluded on the grounds of voluntary contributions.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

9. Monitoring arrangements

The Enrichment Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the finance manager annually.

At every review, the policy will be approved by the finance, premises and staffing committee.